

**ARTICLE XVIII**  
**TIME-OFF BENEFITS**

**18.1 Earned Time (Changes 3/28/16 to town personnel plan):**

A. Earned Time is intended to provide employees paid time off from work for illness, vacations and personal reasons.

B. The following schedule sets forth the rate at which Earned Time will be accrued for the indicated consecutive years of employment, prorated by the number of hours worked pursuant to the Barrington Personnel Plan. Earned Time shall only apply to employees regularly working twenty (20) hours or more.

<u>YEARS EMPLOYED</u>	<u>WEEKLY ACCRUAL RATE / WEEKLY HOURS ACCRRUED</u>	<u>MAXIMUM E.T. BASED UPON 40 HOUR WEEK</u>
<u>0-5 years:</u>	<u>6.5% / (2.6 hours)</u>	<u>135.2 hours (17 days)</u>
<u>6-10 years:</u>	<u>8.5% / (3.4 hours)</u>	<u>176.8 hours (22 days)</u>
<u>11-15 years:</u>	<u>10.4% / (4.16 hours)</u>	<u>216.32 hours (27 days)</u>
<u>16 or more years:</u>	<u>12.4% / (4.96 hours)</u>	<u>257.92 hours (32 days)</u>

An employee hired prior to April 6, 2020 shall continue to accrue Earned Time at their pre-April 6, 2020 rate until such time as the employee moves up to the next earning rate on the above schedule. Employees hired on or after April 6, 2020 shall be subject to the above schedule.

The parties agree that Article 18.1 B shall not be the subject of negotiations during the term of this Agreement.

~~The following schedule details the rate at which Earned Time will be accrued for the indicated consecutive years of employment, prorated by the number of hours regularly scheduled. Earned Time shall only apply to employees regularly working 20 hours or more.~~

- ~~\_\_\_\_\_ Group A: 0 through 4 full years of service 8.5%~~
- ~~\_\_\_\_\_ Group B: 5 through 9 full years of service 10.4%~~
- ~~\_\_\_\_\_ Group C: 10 +years of full service 12.4%~~

~~Example: An employee is regularly scheduled for 40 hours per pay period. His/her time is calculated by multiplying the hours scheduled by the accumulation percentage and adding the number to the employee's earned time bank.~~

- ~~\_\_\_\_\_ Group A: 40 hours x 8.5% = 3.4 hours per week~~
- ~~\_\_\_\_\_ Group B: 40 hours x 10.4% = 4.16 hours per week~~

18.2 **Earned Time General Rules(changes 3/28/2016 to town personnel plan):**

- A. Earned Time is available for all employees who regularly work a minimum of 20 hours per week and is calculated upon the number of hours regularly scheduled up to 40 hours in a workweek. Exempt salaried employees are calculated on the basis of 40 hours per week.
- B. Earned time is **not** accrued during any period of time when on unpaid leave including short and long term disability.
- C. Earned Time can be accrued to a maximum of 320 hours for full-time employees. Part time employees may accumulate to a maximum of 8 times their regular weekly schedule, for example 20 hours per week times 8 equals 160 hours maximum for that part-time employee. Any hours in excess of that maximum limit will be lost without compensation for them, reducing the total earned time down to the maximum. The Police Chief has the authority to grant a temporary excess of hours for a limited period of time based upon unique circumstances. Upon leaving service an employee will not be paid for more than the maximum number of hours allowed above.
- D. During the course of any year an employee may only cash in an amount equal to 60% of his or her total annual accrual other than upon termination of employment.
- E. Earned time can be used in amounts of one-half hour or more.
- F. When using Earned Time, the total pay for any one day shall not exceed an employee's usual work hours.
- G. Only the amount of Earned time ACTUALLY accrued and deposited in the Earned Time bank shall be available for use.
- H. All Earned Time requests for reimbursement must be recorded on the sheet provided by the Town for Earned Time Cash-out Option Form according to schedule in this section.
- I. Whether through a voluntary or involuntary termination of employment during the first six months, the employee shall forfeit all Earned Time benefits.
- J. Upon termination of employment (other than during the first six months of employment), the employee will be paid for all Earned Time accrued and deposited in the Earned Time bank.

18.3 **Earned Time Scheduling:** Except in emergencies beyond the employee's control, (e.g., an illness, unexpected appointment or occurrence, etc.) all requests to utilize Earned Time shall be granted or denied at the discretion of the Chief of Police or his designee as

work schedule permits and on a first come/first served basis. Requests for more than two days will be treated according to the vacation policy in this agreement.

- 18.4 **Earned Time Exceptions:** Any variation from this Earned Time Policy will require the approval of the Chief of Police.
- 18.5 **Earned Time Buyout Options:** Earned time may be “bought out” four times a year, as indicated below. Full-time and part-time employee must retain a minimum of two weeks in their Earned Time bank when cashing out. Employees may not purchase hours that would reduce their bank below the minimum required hours. Use of this cash option will be permitted quarterly during March, June, September and December. Such requests must be submitted to Payroll in the first two weeks of the appropriate month and will be paid in the next pay period for that month. (In cases of unique hardship, a person can appeal to the Board of Selectmen for buy-out at another time.) A completed Earned Time Cash Option Form will be required and must be submitted by the employee to Payroll in a timely manner.

~~18.6 — On March 31, 2016, union members will convert to the same earned time benefit that the Town provides to its non-union employees.~~

- 18.67 **Maternity:** Female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions. A maternity leave begins when an employee is medically determined to be disabled and ends when she is medically able to return to work. Employees will be required to take FMLA leave, if they are eligible for such leave, concurrently with maternity leave, as described in the Town’s FMLA policy.
- A. Employees must use their accrued earned time before taking unpaid leave under this policy. Employees on maternity leave may also be eligible for short-term or long-term disability benefits.
  - B. Employees on maternity leave who are not eligible for FMLA leave or who have exhausted their FMLA available leave will be allowed to continue to participate in the Town’s health insurance benefit for the calendar month during which the leave begins. When that calendar month expires, the employee may continue medical insurance coverage by making arrangements with the Town’s Finance Director to pay the entire amount of the appropriate monthly premium in advance each month.
  - C. When the employee is physically able to return to work, her original job or a comparable position will be made available to her unless business necessity makes this impossible or unreasonable. An employee who cannot be returned to her original or a comparable position will remain eligible to apply for any available position within the Town.
  - D. **Earned Time Exceptions:** Any variation from this Earned Time Policy will require the approval of the Board of Selectmen.